

**BUDGET COMMITTEE MEETING  
MINUTES  
HOOKSETT MUNICIPAL OFFICES  
COUNCIL CHAMBERS  
35 Main Street  
Thursday, February 12, 2015  
6:30 PM**

**CALL TO ORDER**

M. Miville

Pledge of Allegiance

**ATTENDANCE**

**M. Miville, F. Bizzarro, T. Jennings, C. Morneau, J. Pieroni and D. Winterton.**

Excused: P. Gosselin and S. Peterson

Absent: C. Morneau, Village Water Precinct and Central Water Precinct

**APPROVAL OF MINUTES**

**February 5, 2015**

***J. Pieroni motioned to approve the minutes of February 5, 2015. Seconded by K. VanHorn.***

***Vote unanimously in favor.***

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

Mary Farwell, Library Trustee: I'm here as the Chair of the Library Trustees. We are bringing a petition article to address the inequity of the pay for the library staff. I have submitted out Pay Equity Study for our information. It was a 6 month study. There is a chart and narrative. Tab 8 is very important. Tab 4 is the pay classification for the town. Tab 6 is the comparison of the Library employees to the other employees in the town. Mac Broderick will be talking about the warrant article. If you have any questions please call Mac or myself.

M. Miville: Are we comparing the employees to other towns?

M. Farwell: If there was not someone with that particular title we looked at the duties that are comparable. We wanted to compare the town employees that work at the library to town employees that work in other areas in the town.

You can look at the minimum and maximum for the pay classification for the various towns.

In the narrative is a comparison of other town's budgets and how they are funded. In general our staffing is 70 hours less than other towns. We feel it is a question of fairness.

**BUSINESS**

**Nomination of Budget Committee Member**

*J. Pieroni motioned to nominate JR Ouellette to the Budget Committee until the next election. Seconded by K. VanHorn.*

*Vote unanimously in favor*

JR Ouellette was sworn into office.

**Reconsideration of School District Warrant Articles**

The Board discussed whether to reconsider their recommendation on Article 2. J. Pieroni pointed out that RSA32:5 states that the Budget Committee "may" reconsider their recommendation on a Warrant Article which was amended at the Deliberative Session.

*D. Winterton motion to vote to reconsider the Budget Committee's recommendation on Article 2. Seconded by T. Jennings*

*T. Jennings motioned to call the question. Seconded by F. Bizzarro*

*Vote unanimously in favor JR Ouellette abstained*

*Vote 5 in favor 1 opposed and 1 abstained*

*J. Pieroni motioned to recommend the \$30,797,431 (Article 2) as amended at the Deliberative Session. Seconded by K. VanHorn.*

J. Pieroni: The citizens have acted, whether I agree or not. The Citizens voted to put money back in the budget for programs that have existed for a number of years.

T. Jennings: If a study was done and it was being underutilized, and that is why it was removed, it should have remained removed. People did speak about what they wanted. I'm here for the constituents, not just my views.

M. Miville: These programs were underperforming and that is why they were cut. The budget is now over default and for that reason I will be changing my vote.

***Roll Call Vote***

<i>K. VanHorn</i>	<i>Yes</i>
<i>D. Winterton</i>	<i>No</i>
<i>F. Bizzarro</i>	<i>Yes</i>
<i>J. Pieroni</i>	<i>Yes</i>
<i>JR Ouellette</i>	<i>Abstain</i>
<i>T. Jennings</i>	<i>Yes</i>
<i>M. Miville</i>	<i>No</i>

***4:2:1 motion carried to recommend***

## **Review of Municipal Budget Administration**

### **Questions:**

*4150-340-000 Is there any incremental budget funding for additional video equipment, to improve the recording of meetings and functions?*

No,

*4150-751-000 Computer new equipment Please explain & outline > how many computers/laptops and who is being given each of them? 10k or 15k?*

There was a replacement strategy which began a few years ago. There is a system where we replace as needed. We slowed that plan down and we hold back where we can. This plan is to continue this replacement process so we don't get behind. We replace equipment and then we move the older equipment to another less active location.

*Is this for all computers in the town or just Administration?*

All computers in the town go through this town.

*Is it 10,000 or 15,000? You said it was reduced to 10,000 but it appears to be still 15,000?*

It is not reduced to 10,000

*4153-320-000 Admin. Legal Services > concerned that this line was reduced by \$5,000 May need the extra \$5,000 with the Lilac bridge matter??*

I have no idea. It is an estimate. The Council reduced it a little but I'm ok.

*Training and dues?*

The backup shows what training was actually done. I'm not sure what was in 2013-14. There have been some changes in staff.

*Employee testing? Is that just Admin or is it all employees?*

That is random drug testing; for example, drivers for highway would be tested.

There is money to start checking driving records which was recommended by our liability insurance carrier.

K. VanHorn: I did see a lot of right sizing the budget. Wherever we went over, you corrected the budget where we were underfunding.

## **Administration Complete**

### **Assessing**

*Assessing: Professional services for Assessing -\$32,000 in 2013 and we have only spent 12,000 to date.*

The contract assessor's contract is up in 2015.

## **Assessing Complete**

### **Community Development**

*Why did staff full time increase and part time decrease?*

Staff took on the responsibility of the Conservation Commission Secretary so wages increased for full time. The part time was because of minute taking; now we have committees that meet at 4:00 pm and staff can do this on regular time.

There is also the engineer position in that line. In 2013-14 it was \$152,000. We added the engineer and the money for the Conservation Commission Secretary is also added in.

*200- 4191-751-000 CD New equipment > please describe what it is and the need for it.*  
This would be used for additional fire cabinets and tablets for building once new software is purchased.

*200-4240-751-000 CEO new equipment > please describe what it is and its need for it.*  
Same as above.

### **Community Development complete**

### **Family Services**

Decreased by \$20,000.

### **Family Services complete**

### **Finance**

*300-4150-110-000 FIN Public Officials > 3 Trustees of the Trust Fund stipends -- was there not a vote to approve outside audits, apart from the Trustees? Then why pay the Trustees a stipend, if the auditors will be doing all of the work? What line is the additional auditor work being budgeted?*

There was vote by Council to allow the Trustees of the Trust Fund to go out and get help. They are elected officials and those questions could be asked of the Trustees.

From a practical point of view, they are part time people and there is a lot of money at stake to be invested and it is a good idea for someone from the outside to review what they are doing.

### **Finance Complete**

### **Fire Department – February 26, 2015**

### **Police Department – February 26, 2015**

### **Public Works – February 19, 2015**

*350-4220-130-000 and -002 FIRE overtime and CBA overtime Where is the budget funding for 2 Firefighters in the ambulance fund? How is the town going to guarantee that there are enough money to pay 2 firefighters, within the revolving ambulance fund?*

*400-4210-111-000 Additional FT Police Officer for \$97,147*

400-4210-290-000 *Mountain Bike and uniforms \$4,800 Need vs. Want?*

400-4210-440-000 *Harley motorcycle \$3,900 Need vs. Want?*

400-4210-555-000 *Camera purchase \$1,335 Camera cases \$405 Need vs. Want?  
Can we get a less expensive camera, unless need more expensive one.*

### **Transfer and Recycling**

*Why did the tipping fees go up?*

The cost is going up.

### **Transfer and Recycling complete**

### **Tax Collection**

No questions

### **Tax collection complete**

### **Town Clerk**

No questions

### **Town Clerk complete**

### **Budget Committee**

J. Pieroni: The Budget Committee per the Council and the Budget Committee's vote will now receive a stipend. The Stipend is for \$1850 total for the committee.

***J. Pieroni motioned to reduce the Budget committee public line to 0. Tabitha Jennings Seconded.***

J. Pieroni: There is no need for it. I don't see the purpose. We had members vote against a program to fund children at risk and yet we have the money for the stipends. I don't see the need. I don't know how many elected officials or volunteers receive stipends but we don't have to travel or incur expenses.

T. Jennings: Were there any Boards that had stipends added as well?

M. Miville: This was all me. I thought I was doing the Budget Committee recognition for the hard work they do. This is for future committees. I felt with most other committees elected who receive stipends, I feel the work this committee does deserves a stipend. Last year, I proposed it at the last minute so the consensus of the committee was for it to go through the proper process and that was to ask Council. It was also stated that we are not allowed to remove stipends from other Boards. There is nothing in the Charter except the Council's stipends. I started in October and spoke to Council and asked them to do a review not only of the Budget Committee but of all stipends and why there is a discrepancy of why some boards get more than others. I was asking Council to examine stipends. The Council approved \$200 per Budget Committee member and 250 for the

Chair. This is for future committees. The Councilors get \$1500 and \$2000 for the Chair as does the School Board. The Planning Board and Zoning gets \$200 per member and \$100 for alternates. Sewer gets \$1500 and \$2000 for the chair. The Supervisors of the Checklist got \$600 and asked for a raise. Now the Supervisors of the Checklist get \$700. The Town Moderator gets \$500. Trustees of the Trust Fund get \$600. The Town Council minute taker gets \$5000. The Town Clerk gets \$5000.

For the last couple years, we sat here as Budget Committee members and saw all departments ask for a raise, and for us to sit here and approve them, and the increase in the School budget and Town budget are pretty level. All I was trying to do was have the Budget Committee recognized in a similar way as other committees are.

It is nothing personal, in due fairness, we do a lot of work and oversee 46 million dollar budgets like the Trustee who get paid \$600, My suggestion was pay it by the meeting. Pay everyone that attends a meeting \$25/meeting.

T. Jennings: I do feel that there needs to be continuity. If we are going to vote against this Board having a stipend, we should vote to remove stipends from other Boards. I do wonder where they come up with these numbers. How many meetings does each of these groups attend? I understand why Council and School Board are at a higher rate. I don't understand why some others are different. You must have looked at some criteria?

Dr. Shankle: Some came from site visits and this was for fuel costs (Planning and Zoning). It has been years that some have been getting those. Supervisor of Checklist ask for more money because of the time they put in and the Council agreed.

D. Winterton: The votes for these items were not unanimous. There was discussion and it was an evaluation of time. We didn't evaluate the Trustees of the Trust Fund. There was some discussion however since they hired an advisor. We didn't discuss the Sewer Commission. The Supervisor of the Checklist are at all elections from 6am to 6 pm. They do have to do a lot of work after the elections. There are a lot of records to maintain. I would have no problem as a Councilor evaluating all stipends and I wouldn't have a problem doing a Charter Amendment regarding what the Council makes. The Council did vote for a stipend for this committee so I would vote in line with that vote.

M. Miville: I reported to the Council that we have 17 meetings which are compact into a shorter amount of time. It is regarding time spent.

Dr. Shankle: The Council voted to pay it regardless of the action taken here. They could reconsider.

J. Pieroni: We have to make difficult choices on how to spend the people's money and it hasn't been done before. There is no need for it. It doesn't help the people and to say we should have it because other people have it. It goes against everything we do when we challenge people. How can we challenge other people, even on things that will benefit the taxpayers if we can't challenge these ourselves?

JR Ouellette: This is a small amount of money. I agree but it becomes a choice. Other Board members are getting a stipend and it is your discretion to take it or not.

*J. Pieroni withdrew the motion.*

### **Conservation Commission**

*What is conservation camp?*

It is to pay to for student to attend Conservation Day camp. It is the NH State Association of Conservation Commission. Each Commission around the State can send one person.

### **Cemetery Commission**

### **Library Trustees – February 19<sup>th</sup>**

*I have heard that the Library has now hired the open Children's Librarian... was the new person already hired at the proposed higher salary rate?*

### **Sewer Commission**

D. Winterton: The Town Council removed \$18,000 from the Sewer budget which is equivalent to 10% of the health insurance line. The employees pay zero and the Council felt that it was unfair for some employees to have a better deal. The Council felt if the Sewer had a member on the committee to search for a better insurance, they would not be motivated to find a cheaper plan because it is free. The Sewer Commission can manage that reduction as they wish.

*Is there a record log of how many Sewer 24/7 "on calls" were made last fiscal year? If so, how many "on calls" were made, to justify the \$2,800 expense?*

The history is the Superintendent is on call and paid through the annual salary. This year they added a second person to be on call. There will be 2 people on call and that person will be paid \$50 per week.

M. Miville: How many overnight calls are there to warrant a \$50 per week pay?

If someone is on call, they deserve to be paid whether called or not. This is a result of the Council asking pointed questions regarding coverage if something went wrong. With the same person always on call 365 days a year, with no back up, it proposed a risk. Paying someone \$50 to be on call is not unreasonable.

If you are on call, you can't leave the area, you can't drink.

J. Pieroni: The Superintendent said they shouldn't pay for insurance because they are at higher risk. We should address the risk and not deal with giving them better health care after the fact.

D. Winterton: In the industry they are in, there are clear OSA guidelines and the town supports using all safety equipment.

*Sewer -- Sunday pay?*

## **Sewer complete**

### **Revenues**

C. Soucie – This is level funded from the current year. We did see increases in motor vehicles and state meals and rooms tax. We are projecting the same level of revenues in the coming year.

The Ambulance Service Revenue goes into a special fund to fund that service. Collections have been even. Council did increase the rates on July 1, 2014.

D. Winterton: Tell the Budget committee how much the Ambulance Revenue fund is owned.

C. Soucie: There is about \$400,000 of uncollected ambulance bills. That goes back to 2010. We do have a meeting with our collection company to talk about what we can do to improve those collection numbers. Years past, the town paid an outside ambulance company coverage and they handled the collections. The Fire Department stated to Council that if the Council stopped outsourcing that the Fire Department could provide a better level of service to the community and take the \$70,000 that they were paying the ambulance service and bring it in house to provide the service. The Council made that decision.

### **Review of Municipal Warrant Articles**

#### **Public Works Vehicles \$200,000 –**

This is a Vehicle Capital Reserve Fund and we are funding as we have in the past.

#### **Police Officers – 2 new officers**

To be addressed by the Police

#### **Capital Reserve fund - \$160,000**

Automated Collections	\$20,000
Drainage Upgrades	\$50,000
Park and Recreation	\$15,000
Town Building Maintenance	\$75,000

#### **Conservation Fund - \$100,000**

This was originally tied to a grant.

#### **Non-Union raises - \$88,423**

This is a 3% raise with a 2% increase in health cost for the employee (from paying 10% of the health cost to 12 %.)

#### **Capital Reserve Fund - \$70,000**

Air Packs and Bottles	\$20,000
Apparatus	\$50,000



**Revaluation - \$30,000**

**DPW and Transfer contract - \$20,030 current year; 16,965 second year**

This is a two year contract with a 3% wage increase the first year and a 2% increase in health costs. The second year there is a 3% raise and the contribution goes to 15% for health insurance. There is an opt-out clause after the first year. They wanted to be involved in the health committee in order to save money for the town and the employees.

**Part time clerk/reception Police - \$18,657**

**Master Plan Capital Reserve Fund - \$10,000**

**Fire Rescue - \$71,997.**

If this passes, the budget will be reduced by the same amount.

This will not add money to the budget. The history of the town is always to ask the voters when we add staff. The Council could have not put this on a warrant.

**OTHER BUSINESS**

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**ADJOURNMENT**

*K. VanHorn motioned to adjourn. Seconded by JR Ouellette.*

*Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan